

**REQUEST TO ADD OR DELETE MEMBERS TO A CURRENT FAMILY
FEDERAL EMPLOYEES HEALTH BENEFITS ENROLLMENT**

To: Insurance Carrier

FEHB Program Carrier Letter No. 1999-034 dated August 6, 1999 states that enrollees are responsible for telling carriers about certain changes to self & family enrollments that do not affect premium withholding. These changes do not require a SF 2809 or agency verification of the action.

Please make the following changes to my Federal Employees Health Benefits enrollment.

Copies of documents, as applicable, to support the enrollment change are attached.

- For birth of child, attach copy of proof of birth
- For divorce, attach copy of divorce decree
- For marriage, attach copy of marriage certificate

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|---|-----------------|----------------------|-----------------------------|-------------------------|-------------------------------|----------------------------|
| Name of Employee: | SSN: | ID#: | Name of Health Plan: | Enrollment Code: | | |
| Address: | | | | | | |
| ADD THE FOLLOWING FAMILY MEMBERS TO MY COVERAGE | | | | | | |
| Name | Zip Code | Date of Birth | Sex | Relationship | Social Security Number | Reason For Addition |
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| DELETE THE FOLLOWING FAMILY MEMBERS FROM MY COVERAGE | | | | | | |
| Name | Zip Code | Date of Birth | Sex | Relationship | Social Security Number | Reason For Deletion |
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Employee Signature

Date